



KING COUNTY
ACCOUNTING SERVICES MANAGER
(Financial Services Administrator)
PUBLIC HEALTH- SEATTLE & KING COUNTY
Finance & Administrative Services Division/ Accounting Services Section
Annual Salary Range: \$70,101 - \$88,858
Job Announcement No.: 02RM2820
OPEN: 3/19/03 CLOSED: Until Filled

WHO MAY APPLY: This career service position is open to Public Health and King County career service employees, all executive branch regular exempt employees, current probationary employees who achieved career service status in a previous position, and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services Section, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Kathy Uhlorn at (206) 296-4312 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue, Suite 2720, Seattle.

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday; 8 am to 5 pm, but hours will vary depending on activities.

PRIMARY JOB DUTIES INCLUDE:

1. Oversee department's accounting of \$235 million budget.
2. Oversee department's financial operations including accounts payable, accounts receivable, general ledger, labor distribution, grants reporting, auditing and internal and external financial requests.
3. Coordinate revenue and expense transactions and input into King County financial systems.
4. Balance and interface detailed financial department records. Maintain Access-based files and tables for detailed and summary inquiries.
5. Member of the Finance and Administration Division Management Team.
6. Alert department leadership of ARMS database spreadsheets and/or detailed analysis for department, budget office, finance department and human resources.
7. Identify and analyze accounting problems impacting audit or departmental financial status.
8. Serve as the department's accounting expert to perform complex research and analysis.

9. Represent the department on County accounting workgroups such as the ARMS replacement project.
10. Develop and provide accounting financial training for staff including reading and understanding specialized ARMS reports, grant reporting requirements, budget monitoring and year-end closing activities.
11. Directly supervise 15 staff in the accounting services section. Manage personnel issues for assigned staff including, hiring, training, performance review and making recommendations on disciplinary actions as appropriate.

QUALIFICATIONS:

Education:

- Bachelor's degree in Accounting, Health Care Finance, Business Management, Health Administration, Public Administration or related field.

Experience:

- Extensive experience in a large and complex health care agency with a budget of at least \$200 million, where applicant had full responsibility for financial operations including accounts payable, accounts receivable, general ledger, labor distribution, grants reporting, auditing and internal and external financial requests.
- Demonstrated experience in the workplace supervising a staff of over 15, managing personnel in a government agency, building team cohesion and performance, and conflict resolution.
- Demonstrated experience in multiple grant fund accounting and complying with government accounting principles.
- Experience projecting labor contract costs.
- Experience implementing multiple systems for the distribution of overhead costs.
- Ability to communicate effectively verbally and in writing, and experience clearly communicating accounting expectations/assignments with various levels of management. **All application materials will be used in assessing written communication skills and English language skills.**
- Demonstrated experience in financial analysis of issues including legislation and proposed policy.
- Intermediate to advanced computer skills including Word, Excel and Access, and financial and budget information systems. Applicants will be tested on their computer skills.
- Demonstrated experience, understanding and current working knowledge of policy and budget issues.

Ability to:

- ☐ Provide excellent customer service to internal and external clients.

DESIRED QUALIFICATIONS: Master's degree in Finance, Accounting, Business, Health Administration, Public Administration or related field strongly preferred. Certified Public Accountant preferred.

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